



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Orlando Division**

**VACANCY ANNOUNCEMENT**

**Administrative Assistant**

CL 26 \$42,199 - \$52,775

Announcement No. 15-02    Position Closes: Open until filled    Available: Immediately

**Representative Duties**

This position is located in the Clerk's Office of the Middle District of Florida, and performs analytical and administrative support services for the Chief Deputies. The incumbent provides a full range of services and advice to the court unit, including planning, developing and implementing policies and procedures and maintaining operations.

- Performs research and analysis on a variety of Clerk's Office procedural matters, assisting in and/or drafting and developing policies.
- Coordinates the collection of data from divisional offices for preparation of reports to the Administrative Office and the Eleventh Circuit Court of Appeals.
- Interacts with judges, senior management, and other district courts nationwide on behalf of Chief Deputies.
- Maintains calendar, travel records, time and attendance records, and other records and files for Chief Deputies.
- Drafts, types, edits, copies, and distributes memoranda for Chief Deputies.
- Arranges video conferences and staff meetings as directed. Attends staff meetings as needed and prepares minutes of those and other committee meetings.
- Periodically advises Clerk of Court and Chief Deputies on a variety of issues facing the Clerk's Office. Advises senior managers on operational matters.
- Gathers data for analysis; writes reports and recommendations summarizing findings of studies. Prepares reports to improve Court administration and operations, reduce costs, and increase services.
- Assists in preparing agenda for Judge Committee meetings. Attends and takes minutes at Judge Committee meetings.
- Reviews travel vouchers submitted by Chief Deputies.
- Assists with scheduling and arrangements for visiting judges.
- Serves as or assists project manager or lead contact for installation of new or updated technology.
- Serves as a court custodial officer as a member of the Court's property management team.
- Prepares written presentations and power point presentations.

**Minimum Qualification Requirements**

Requires a total of four (4) years of work experience, two (2) years at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Incumbent must present a professional demeanor at all times, possess strong organizational, analytical, oral and written communication skills. Solid

computer skills and typing of 50 wpm required; shorthand preferred. Familiarity with creating PowerPoint presentations, Lotus Notes, Word Perfect and spreadsheets a plus. This position may also require occasional travel.

### **Information for Applicants**

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 15-02, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 or you can email a **PDF version** to resume\_orl@flmd.uscourts.gov. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

### **THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.